



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.
REGULAR MEETING OF THE DELEGATES AGENDA

November 16, 2021
6:00 p.m.

Eastridge Recreation Center: 9568 University Blvd. Highlands Ranch CO 80126

<https://us02web.zoom.us/j/87645941392?pwd=K1E1OUhPbzBVaWNSY1BMalhXUG1RUT09>

Passcode: 602386

US: +16699006833

<u>Business Meeting</u>	<u>Approximate Time</u>
1. Call to Order	6:00 p.m.
2. Pledge of Allegiance	6:01 p.m.
3. Proof of Notice of Meeting	6:05 p.m.
4. Roll Call / Establishment of Quorum	6:07 p.m.
5. Approval of Minutes from the Preceding Meeting of Delegates on October 19, 2021	6:15 p.m.
6. Board of Directors Reports	6:18 p.m.
7. Facilities Update- Ken Joseph	6:30 p.m.
8. Community Relations- Jamie Noebel	6:40 p.m.
9. Backcountry- Mark Giebel	6:50 p.m.
• <i>Buffalo</i>	
10. Continued / New Business	7:00 p.m.
11. Member Forum (Sign up in advance and 3-minute time limit)	7:01 p.m.
12. Delegate Forum (Sign up in advance and 3-minute time limit)	7:05 p.m.
13. Adjournment	7:10 p.m.

The Board of Directors Meeting follows immediately upon adjournment of Delegate Meeting.

The Next Delegate and Board meeting will be held on Tuesday, January 18, 2022

Disclaimer – This packet is provided for informational purposes only and is subject to change. Other matters may be considered as deemed appropriate. Some documents or information may have been unavailable at the time this agenda was prepared. For additional information, contact: annie.vincent@hrcaonline.org. The Board Working Session, Regular Delegate Meeting, Board of Directors Meeting, and all other HRCA Committee Meetings are open to our Members.



HIGHLANDS RANCH COMMUNITY ASSOCIATION

HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.
REGULAR MEETING OF THE DELEGATES MINUTES
October 19, 2021
5:30 p.m.

<https://us02web.zoom.us/j/82763861750?pwd=RTUrWmdPY0ZXWExjVTh1K0ZLeTFJdz09>

Meeting ID: 827 6386 1750

Passcode: 432219 Phone: +1 346 248 7799 US

1. **Call to Order:** 5:36 p.m.
2. **Proof of Notice of Meeting**
3. **Roll Call / Establishment of Quorum:** A quorum was established. 19,905 lots of 31,338 lots were present.
4. **Approval of Minutes from the Preceding Meeting of Delegates on September 21, 2021**
ACTION: The September 21, 2021, Delegate Minutes were adopted by unanimous consent.
5. **Board of Directors Reports:** Jim Allen provided a PowerPoint presentation. Jim reported on the October 8th QBR, the return to in person meetings starting in November, the cancelation of the December Board and Delegate meetings, the Bylaw Committee applications, the appointment of Dan DeBacco, the BOD agenda and 501(C)3 meetings.
 - o **ACTION:** A motion was made by Elizabeth Strock, #16 and seconded by Homar Alvarado, #68 to approve the 2022 Delegate Speaker List Motion. A request was made by Nancy Smith, #68 to have HRMD present twice during the year and a request was made by Grethe Stem, #108 to have the Library District present. Motion carried.
6. **Finance 2022 Budget Presentation:** John Phibbs provided a PowerPoint presentation.
 - **ACTION:** A motion was made by Dominick Esposito, #23 and seconded by Elizabeth Strock, #15 to approve the 2022 Budget as presented. Motion carried.
7. **Facilities Update:** **ACTION:** A motion was made by Jon Benz, #103 and seconded by Hilary Price, #13 to approve the 2022 Facility Closure Dates. Motion carried.
8. **Community Relations:** Jamie Noebel provided a PowerPoint presentation. Jamie presented about the September events including the American Legion Comedy Night, the Craft Show, the Virtual Health Series, and the Classical Music Series. Upcoming events will include the Men's Virtual Health Series, Paranormal Party, Zikr Ballet, Adult Health Fair, Nutcracker Ballet, and Frank Sinatra Night.
9. **Continued / New Business:** None
10. **Member Forum:** None
11. **Delegate Forum:** Elizabeth Strock, #16 asked about artificial turf for homes. Kurt Huffman, #82 commented about the Bylaw Committee applications, executive sessions, and the approval process for his flagpole.
12. **Adjournment:** 6:29 p.m.

Respectfully Submitted,

Melissa Park, Secretary

Enhancing property values and creating quality of life through recreation, community events, and leadership

DISTRICT DELEGATE ROLL CALL
 MEETING DATE: OCTOBER 19, 2021
 RECORD DATE: OCTOBER 12, 2021

Instructions:
 For initial role call:
 - For Delegates who are present - place an "X" in column C in the

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "A" if Abstained Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F+O+A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
1	LESLIE WALKER	P		297	-	297	-	-	-	-
2	JENIS BOEHA			266	-	-	-	-	-	-
3	SAMARA LYON-FRICK	X		184	184	-	-	-	-	-
4	ROY KING (Stratton Ridge)	X		153	153	-	-	-	-	-
5	JUDY DYK (Bradford Hills)			108	-	-	-	-	-	-
6	JEFF THOMPSON (Sugarmill)	X		126	126	-	-	-	-	-
7	MICHAEL RILEY			295	-	-	-	-	-	-
8	HEATHER BLAKE (Chalet)	X		97	97	-	-	-	-	-
9	STEP LEBOLD (Remington Bluffs)			98	-	-	-	-	-	-
10	JIM MATSEY	X		143	143	-	-	-	-	-
11	DEREK LONG	X		251	251	-	-	-	-	-
12	CONNIE ROSEL (Falcon Hills)			111	-	-	-	-	-	-
13	HILARY PRICE	X		199	199	-	-	-	-	-
14	TAMMY KELLY	X		185	185	-	-	-	-	-
15	JUSTIN HILL			208	-	-	-	-	-	-
16	ELIZABETH STROCK	X		105	105	-	-	-	-	-
17	GREG HERMAN	X		166	166	-	-	-	-	-
18	GLENN PROULX	X		318	318	-	-	-	-	-
20	JEAN BEHNE	X		208	208	-	-	-	-	-
21	JOE STEWART	X		189	189	-	-	-	-	-
22	BRYAN WALSH	X		132	132	-	-	-	-	-
23	DONNICK ESPPOSITO	X		142	142	-	-	-	-	-
24	CONNIE ROSEL			83	-	-	-	-	-	-
25	ANDY JONES			438	-	-	-	-	-	-
26	REBECCA BOWHILL	X		183	183	-	-	-	-	-
27	KEITH GLENN	X		242	242	-	-	-	-	-
28	BRYAN WALSH	X		48	48	-	-	-	-	-
30	VACANT (Timberline)			368	-	-	-	-	-	-
40	FRANK IMPINNA	P		368	-	368	-	-	-	-
41	VACANT			366	-	-	-	-	-	-
49	KARLA LAURENT			291	-	-	-	-	-	-
50	LINDA WALLETT (Glenmeades)	X		345	345	-	-	-	-	-
51	SID BASU			253	-	-	-	-	-	-
52	CLYTON CAVE	X		234	234	-	-	-	-	-
53	SHARVA LANDIS			171	-	-	-	-	-	-
60	VACANT			181	-	-	-	-	-	-
61	JEFF ROHR	X		105	105	-	-	-	-	-
62	NANCY SMITH	X		197	197	-	-	-	-	-
63	TODD LANGRAVE			130	-	-	-	-	-	-
64	CHRIS BAYEE	X		130	130	-	-	-	-	-
65	DON WOODLAND	X		96	96	-	-	-	-	-
66	TOM RUIBEN			224	-	-	-	-	-	-
68	HOMAR ALVARADO	X		152	152	-	-	-	-	-
69	LOUISE ANSARI			183	-	-	-	-	-	-
70	FERRIEL ANSTAD (The Village)	X		81	81	-	-	-	-	-
71	CONNIE ROSEL (Falcon Hills South)			26	-	-	-	-	-	-
73	WILL JOHNSON	P		1,184	-	1,184	-	-	-	-
74	BILL BUETTNER			940	-	-	-	-	-	-
75	SUSAN O'BRIEN			74	-	-	-	-	-	-
76	JENNIFER MITKOWSKI			223	-	-	-	-	-	-
77	MELISSA SMESSEART	X		420	420	-	-	-	-	-
78	AMIT GUPTA			274	-	-	-	-	-	-
79	GRACE MCMAHON (The Retreat)			101	-	-	-	-	-	-
	TOTAL			31,338	16,834	3,071	1,863	932	931	125%
	QUORUM 51%			15,922						

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "A" if Abstained Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F+O+A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
80	MONICA WADSEN (PA20)	X		1,533	1,533	-	-	-	-	-
81	AL BONGEAU			20	-	-	-	-	-	-
82	KURT HUFFMAN	X		778	778	-	-	-	-	-
83	ANDY NATALIE			180	-	-	-	-	-	-
84	DAVID ALPERT			705	-	705	-	-	-	-
85	DEBORAH SPICER	X		784	784	-	-	-	-	-
86	CRYSTAL BRYANT			1,290	-	-	-	-	-	-
87	VACANT (Indigo Hill)			481	-	-	-	-	-	-
88	CAROLYN CROOM (Weatherstone)	X		294	294	-	-	-	-	-
89	JUDI RILEY (Villages at H.R.)			323	-	-	-	-	-	-
90	MICHAEL DEVINNY (Spaces)	X		250	250	-	-	-	-	-
91	GINGER NEST (Sisters Village)			199	-	-	-	-	-	-
92	MICHELLE RATCLIFF (Canyon Ranch)	X		440	440	-	-	-	-	-
93	VACANT			269	-	-	-	-	-	-
94	AL PELKOWSKI (Westside Knolls)	X		617	617	-	-	-	-	-
95	TOM HALL (Coventry Ridge)	X		56	56	-	-	-	-	-
96	VACANT (Highwood HOA)			104	-	-	-	-	-	-
97	WILLIAM SMITH	X		336	336	-	-	-	-	-
98	DANA SANTI LIND (Sandance @ Indigo Hill)	X		225	225	-	-	-	-	-
99	MICHAEL PETRUCCELLI (Carlyle Park)	X		213	213	-	-	-	-	-
100	PAT KAPTAIN	X		177	-	-	-	-	-	-
101	BRUCE PLOTTER	X		111	111	-	-	-	-	-
102	PAULA BACHELLER	X		202	202	-	-	-	-	-
103	JOHN BENZ	X		401	401	-	-	-	-	-
104	VACANT			532	-	-	-	-	-	-
105	JOSEPH ADEN	X		353	353	-	-	-	-	-
106	RITA NORRIS	X		226	226	-	-	-	-	-
107	ALDIS SIDES (JBR Golf Club)	X		579	579	-	-	-	-	-
108	GRITHE SIM	X		208	208	-	-	-	-	-
109	JIM SEBEN (Backcountry)			1,252	-	-	-	-	-	-
110	MARK DICKERSON (Stonebury)			87	-	-	-	-	-	-
111	MIKE WOODLAND (Fidelity)	X		1,863	1,863	-	1,863	932	931	
112	PATTIE MCGUNNESS (Highland Walk)			298	-	-	-	-	-	-
113	FRANK IMPINNA	P		517	-	517	-	-	-	-
114	CLAY KARR (The Moorish)	X		1,652	1,652	-	-	-	-	-
115	COLIN CAMPBELL (Brownstones)	X		359	359	-	-	-	-	-
116	ROBERT STRAUSS (Tresana)			557	-	-	-	-	-	-
120	VACANT (Clock Tower Residences)			318	-	-	-	-	-	-
212	VACANT (Stonebridge)			77	-	-	-	-	-	-
213	KAREN BURCH (Palomino Park-Gold Peak)	X		523	523	-	-	-	-	-
	TOTAL			31,338	16,834	3,071	1,863	932	931	125%
	QUORUM 51%			15,922						

*If the number of lots column is filled out, it indicates that the delegate was present in person or by proxy for this meeting.



HIGHLANDS RANCH COMMUNITY ASSOCIATION

Board of Director's Meeting

Eastridge Recreation Center: 9568 University Blvd. Highlands Ranch CO 80126
<https://us02web.zoom.us/j/87645941392?pwd=K1E1OUhPbzBVaWNSY1BMalhXUG1RUT09>

Passcode: 602386

US: +16699006833

November 16, 2021

6:00 p.m.

Disclaimer – This packet is provided for informational purposes only and is subject to change. Other matters may be considered as deemed appropriate.

1. Call to Order

2. Establishment of Quorum/Roll Call

3. Proof of Notice of Meeting

The Board Chair will remove any Consent Agenda item upon timely request of any Board member or Member of the Association who has an interest in the item. A request is timely if made prior to the Board vote on the Consent Agenda. Items removed from the Consent Agenda will then be considered separately by the Board immediately following action on the Consent Agenda or placed later on the agenda at the discretion of the Board.

4. Consent Agenda

- Approval of Board Meeting Minutes of Action from October 19, 2021
- Approval of Finance Committee Minutes from October 18, 2021
- Approval of Architectural Review Committee Minutes from October 6, 2021
- Approval of Architectural Review Committee Minutes from October 20, 2021
- Approval of Development Review Committee Minutes from October 13, 2021
- Approval of Backcountry Committee Applicants: Len Abruzzo, Keil Downing, Scott Gustafson, Tammy Kelly, and Bryan Walsh

5. Forum - Member

6. Director Comments

7. Committee Reports

- Delegate Meeting
- Architectural Review Committee
- Development Review Committee
- Commercial Review Committee
- Finance Committee
 - Review of the October 2021 Financials
 - Approval of the October 2021 Financials

8. General Manager Report

9. Continued Business

10. New Business

11. Delegate Forum

12. Adjournment



HIGHLANDS RANCH COMMUNITY ASSOCIATION

Board of Director's Meeting Minutes

<https://us02web.zoom.us/j/82763861750?pwd=RTUrWmdPY0ZlTFJdz09>

Meeting ID: 827 6386 1750 Passcode: 432219 +1 346 248 7799 US

October 19, 2021

5:30 p.m.

Quarterly 501(C)3 Meeting Followed Board Meeting

1. **Call to Order:** 6:37 p.m.

2. **Establishment of Quorum/Roll Call:** A quorum was established Directors Jim Allen, Brock Norris, Scott Lemmon, Melissa Park and Dan DeBacco were present.

3. **Proof of Notice of Meeting**

The Board Chair will remove any Consent Agenda item upon timely request of any Board member or Member of the Association who has an interest in the item. A request is timely if made prior to the Board vote on the Consent Agenda. Items removed from the Consent Agenda will then be considered separately by the Board immediately following action on the Consent Agenda or placed later on the agenda at the discretion of the Board.

4. **Consent Agenda**

- Approval of Board Meeting Minutes of Action from September 21, 2021
- Approval of Finance Committee Minutes from September 20, 2021
- Approval of Architectural Review Committee Minutes from September 1, 2021
- Approval of Architectural Review Committee Minutes from September 15, 2021
- Approval of Development Review Committee Minutes from September 8, 2021
- Approval of ARC Applicant: Antone Perrone
- Approval of Resolution 21-09-16: Backcountry Committee Charter Update
- Approval of Resolution 21-10-17: Admin and Recreation Budget Adoption
- Approval of 2022 Board Meeting Calendar
- Approval of 2022 Election Schedule
- Approval of 2022 Facility Closure Dates
- Approval of 2022 Holiday Schedule
- Approval of 2022 Speaker Schedule

ACTION: A motion was made by Brock Norris and seconded by Dan DeBacco to approve the Consent Agenda.
Motion carried.

5. **Forum – Member:** None

6. **Director Comments:** The Directors congratulated Dan DeBacco on his appointment and thanked all the candidates for their applications. Melissa Park commented about the interview process for the appointment and noted that it was fair and equitable for all candidates. Brock Norris thanked John Phibbs and his staff for their work on the budget.

7. **Committee Reports**

- Delegate Meeting: None
- Architectural Review Committee: Mike Bailey requested that Earl Anderson be appointed to the Committee. Brock Norris asked about the artificial turf allowances and requirements.
- Development Review Committee: None
- Commercial Review Committee: None
- Finance Committee: Karen Jackson and John Phibbs provided a review of the September 2021 Financials.

ACTION: A motion was made by Dan DeBacco and seconded by Scott Lemmon to approve the September 2021 Financials. Motion carried.

8. **General Manager Report:** Jerry Flannery welcomed Dan DeBacco as the newest Board Director. Jerry thanked John Phibbs and his staff for their work on the budget.

9. **Continued Business:** None

10. **New Business:**

ACTION: A motion was made by Jim Allen and seconded by Brock Norris to appoint Earl Anderson to the ARC. Motion carried. Melissa asked about scheduling a review. Dan DeBacco asked for ideas on how to help an Afghan Refugee family living in Highlands Ranch.

11. **Delegate Forum:** Karen Burch #213, thanked Ken for installing the touchless plumbing fixtures. Kurt Huffman #82, asked about the Bylaw Committee. Nancy Smith, #62 commented about the previous Bylaw Committee. Michael Petrucci, #99 requested that the website be updated with the correct Bylaw Committee Charter link.

12. **Adjournment:** 7:13 p.m.

Respectfully Submitted,

Melissa Park, Secretary

November FYI's

Halloween

Halloween is a wonderfully fun holiday in the Preschool! All our students dressed up, went trick-or-treating outside on the sidewalk and showed off their costumes to staff and family.

ELF

Rehearsals for our production of Elf began on October 26th. Twenty-two kids are getting their chance to bring this fun and loving character to the stage while learning important performance skills. This should be a fun holiday performance in December for family and friends!

November Classes

We are continuing to offer a variety of art, cooking, pottery, dance, STEM, children's gymnastics, and education classes. Full classes range from CPR West Babysitting to the Adult Will Seminar, in addition to pottery, cooking, and dance classes. During the holidays, we are offering a variety of fun & engaging classes.

Adult Masters Swim Programs

There were over 60 adult swimmers who participated in 2021 in one of the three Masters' Swim Programs offered at Northridge. The participants have chosen swimming as a principal activity during the past year for both mental and physical health. They are all excited to continue challenging themselves and making new goals for 2022.

Race Series

The Highlands Ranch Race Series wrapped up the year in style, by throwing a 13.1-mile trail party at the Backcountry Wilderness Half Marathon! From the swag to the race to the party everyone had an amazing time. The series now looks ahead to our 2022 series and planning is in full effect.

Fitness

The Fitness Department hosted some Halloween themed fitness classes at the end of October to help get the community in the Halloween spirit. Classes were well attended, and participants enjoyed dressing in costumes. The 2022 Fitness Challenge has been released and will begin on January 3rd. The 8-week challenge will consist of two months of unlimited group fitness classes, ZONE classes with two In-Body scans. Prizes will be given to the top two finishers in the categories of most classes attended and highest percent of body fat lost.

Sports

The girls' basketball league is up and running. Youth volleyball finished the season with a record-breaking number of teams. We are presently in the process of registering boys' basketball. Fall break camps were a huge hit. Adult Sports Fall Leagues are running smoothly.

Tennis

The first session of the Northridge Ten Cap League finishes up this week. The next HRCA session of Youth and Adult tennis classes begins this week and will run for six weeks. Blocktime is in its eleventh week of the first fifteen-week session. Our Player Development program has its Junior Varsity and Varsity players practicing four hours a week at the Northridge Tennis Pavilion.

Therapeutic Recreation

Thrilling Thursdays, Hip Hop, Special Olympics Bowling, Basketball, and the Halloween Spooktacular dance party were popular offerings serving many participants in October. Soccer, Yoga, Unified Basketball and Tae Kwon Do programs continue to serve participants in November as well.



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: October 6, 2021

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Ms. Laurie Allred, Committee Chair.

Roll call was taken and a quorum was established.

Member Name	Present	Absent	Excused
Laurie Allred, Chair	✓		
Dan DeBacco	✓		
William Smith	✓		
Jerry Jeter	✓		
Elizabeth Sable	✓		

Also in attendance: Cathleen Mierau, Residential Coordinator
Diana Skelnar, Legal Coordinator

II. NEW BUSINESS:

- Architectural Review Committee Minutes – Meeting Minutes from the September 15, 2021 meeting and Submittals reviewed in office were approved by Committee Members
- 5:45 – Appointment – Artificial Turf in front yards – Ms. Elizabeth Strock – Delegate 16. Ms. Elizabeth Strock presented the issues her friend has had with her front lawn and stated her friend would like to be able to install artificial turf in her front yard like she was approved to do in her backyard. Ms. Laurie Allred stated that a while back the Committee recommended the Board consider Artificial Turf in the front yard. The Board gave a hard no because of the unnatural look in the winter. Mr. Jerry Jeter and Mr. Dan DeBacco agreed to do research on Artificial Turf to see if it would be something they would consider presenting to the Board. Ms Elizabeth Strock said she would bring it up at the next Delegate meeting.
- Architectural Reviews – The Committee Members reviewed the following submittals.
 1. 5515 Jaguar Way – Re-Review of concrete and landscaping submittal with changes. – Not approved – Revised plan requested.
 2. 923 Rutherford Way – Deck Submittal – Not approved – Additional information requested.

3. 9962 Spring Hill Place – Garage door submittal – Not approved – Committee suggested different color options.
4. 9563 Devonshire – Shed Variance submittal - Approved.
5. 10445 Tracewood Circle – Shed Variance Submittal – Approved
6. 8732 Cedarwood Lane – Paint submittal – Not Approved – Committee gave suggestions.
7. 4868 Collinswood Drive - Two Paint submittals – Not Approved – Committee gave suggestions.

With no further business, the meeting adjourned at 7:09 p.m.

Laurie Allred, Architectural Review Committee Chair



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: October 20, 2021

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Mr. Jerry Jeter, Acting Committee Chair.

Roll call was taken and a quorum was established.

Member Name	Present	Absent	Excused
Laurie Allred, Chair			✓
Jerry Jeter	✓		
Elizabeth Sable	✓		
William Smith			✓
Anthony Perrone	✓		

Also in attendance: Cathleen Mierau, Residential Coordinator

II. NEW BUSINESS:

- Architectural Review Committee Minutes – Meeting Minutes from the October 6, 2021 meeting and Submittals reviewed in office were approved by Committee Members.
- 5:45 PM Appointment -5515 Jaguar Way – Mr. Bryan Yu talked with the Committee about his new backyard landscaping plan and how he reduced his concrete on the side to 250 square feet, moved the trash receptacle concrete pad next to his house and added additional plants. The Committee agreed to approve Mr. Bryan Yu's new landscaping plan if he updated the plan to show additional plants and added mulch in the dark gray areas.
- Architectural Reviews – The Committee Members reviewed the following submittals.
 1. 5515 Jaguar Way – Landscaping Submittal – Conditionally approved with suggested changes by Committee
 2. 1042 Laurenwood Lane – Garage Addition Submittal – Not Approved – Committee has questions and would like the homeowner to attend the next meeting.
 3. 10282 Mountain Maple Drive – Landscaping/Drainage Submittal – Approved
 4. 8773 Forrest Court – Shed Variance Submittal- Not approved – Committee is requesting additional information on height and a proposed new location.
 5. 9787 Cove Creek Drive – Gate Submittal – Approved
 6. 3450 Bucknell Place – Shed Variance Submittal – Not Approved – Committee denied based on size of lot and location.

7. 6307 Monterey Place – Sunroom Submittal – Not approved – Committee would like professional drawings to review.

With no further business, the meeting adjourned at 7:09 p.m.

Laurie Allred, Architectural Review Committee Chair



HIGHLANDS RANCH COMMUNITY ASSOCIATION

DEVELOPMENT REVIEW COMMITTEE

DATE: October 13, 2021

MEETING MINUTES

I. Call to Order

The meeting was called to order at 6:00 p.m. by Chairman Zell Cantrell.

Roll call was taken by Secretary Madlambayan.

Member Name	Present	Absent	Excused
Zell Cantrell, Chairperson	✓		
Rob Mierau, Vice-Chair	✓		
Ariel Madlambayan, Secretary	✓		
Karie Westphal	✓		
Erik Okland			✓
Greg Banks	✓		
Jerry Jeter	✓		

Also in attendance:

Diana Sklenar, HRCA Legal
Coordinator

Josh Francis, Stem School

Mike Bailey, CIS Director

Luisa Smoot, Palomino Park

Joel Pehrson, Stem School

Sean Pendleton, DISH Network

Ashley Christensen, DISH Network

Drew Vandenberg, Palomino Park

Robert Morris, Stem School

II. Review and Approval of September 8, 2021 Minutes

Action:

A motion was made by **Greg Banks** to **Accept the September 8, 2021 minutes and publish as written, seconded by Rob Mierau**

- **6** member(s) **Concur**;
- **0** member(s) **Dissent**;
- **0** member(s) **Abstain**.

III. 6700 Palomino Parkway- Palomino Park | Club and Pool house Renovation-

Scope of Project: Renovation of the Blue, Green & Red Pools, Clubhouses and surrounding areas

Jerry Jeter walked the Committee and Presenters through overview of project and pre-review of concerns to be addressed by Representatives

Presentation of project by Drew Vandenberg with B2 Architect

The Committee expressed appreciation for the well thought out plans
During discussion, the following comments were offered:

- The need to quickly identify finishing materials and have those submitted if the project is to move forward in a timely manner
- The lighting issue throughout all the areas will need to be addressed for safety and light pollution Questions raised for thorough placement plans for festoon lighting above grills
- The longevity of the turf area due to the form of installation
- Overall landscaped areas will remain in current square footage keeping mature trees

Action:

A motion was made by G. Banks to **approve the submittal as presented**, seconded by R. Mierau with request for submittal that addresses the specifics of materials and the issues surrounding the lighting

- 6 member(s) **Concur;**
- 0 member(s) **Dissent;**
- 0 member(s) **Abstain.**

IV. 8773 Ridgeline Blvd- Stem School | Addition and Restructure-

Scope of Project: Phase 1- addition to the Elementary School building into two story Middle school cafeteria and classrooms. Phase 2-modifications to the High School and Middle School to add Lobby/Connector, Gym renovation, Fitness and Locker rooms

Jerry Jeter walked the Committee and Presenters through overview of project and pre-review of concerns to be addressed by Representatives

Presentation of project by Josh Francis and Joel Pehrson

During discussion, the following comments and issues were brought up:

- The overall appearance and spatial coverage of the school colors (blue) that overpower the site. The blue color remains a sticking point in the design of the building. Multiple ways to separate the color in the design were discussed as not to be overpowering , including subtlety introducing it on the grounds via trash receptacles and the bike racks
- Issues with the solar glazing on the glass and parking addressed and resolved by Stem School Representatives
- Issue addressed regarding the number and size of doors for school activities

Action:

A motion was made by A. Madlambayan to **deny the submittal as presented**, seconded by R. Mierau with request for re-submittal with new options to addresses the design for the incorporation of the blue school color

- 6 member(s) **Concur;**
- 0 member(s) **Dissent;**
- 0 member(s) **Abstain.**

V. 6161 Business Center Dr.- Skyview Academy | Satellite Dish Additions-

Scope of Project: Re-submittal- Modifications to install 3 screened wall mounted panel antennas, 6 remote radio heads mounted to building parapet along with ground equipment cabinet

Jerry Jeter walked the Committee and Presenters through overview of project and pre-review of concerns to be addressed by Representatives

Presentation by Ashley Christensen and Sean Pendleton

During the discussion there were key points of concern brought forth:

- The proposed option of the screened boxes being too obtrusive in aesthetics. Several options were discussed: lengthening the screens or pulling the antennas together to form a more cohesive unit without causing undue encroaching into the driveway; applicant will explore this “pilaster” look option further in their resubmittal
- The option of possibly reducing the number of antennas, or removing the screens altogether
- Overall consent to follow the previous approval of satellite screening on Peak Fitness

Action:

A motion was made by **A. Madlambayan** to **deny the submittal as presented**, seconded by **Z. Cantrell** with request for re-submittal with new options to addresses the concerns surrounding the screening units

- **6** member(s) **Concur**;
- **0** member(s) **Dissent**;
- **0** member(s) **Abstain**.
-

VI. Non-Agenda Resident Comments

There were no residents in attendance

It was announced that Erik Okland will step down on a temporary basis due to personal issues. Mike Bailey will visit re-instatement of Doug Flynn. G. Banks and A. Madlambayan recommended Mr. Flynn be recommended to return to the committee.

With no further business, the meeting adjourned at 8:01 pm.

Zell Cantrell, Chairperson
Development Review Committee

Ariel Madlambayan, Secretary
Development Review Committee



Community Relations October/November Update

October Events

Your Health with UHealth: Genetics and the Risk of Breast Cancer

Oct. 6 – Virtual, 6:00 – 7:00 p.m.

Attendance: 35 people

Classical Music at the Mansion

Oct. 12 – Highlands Ranch Mansion, 6:30 – 8 p.m.

Attendance: 101 people

Chamber Music “Beethoven and Friends”

Oct. 17 – Southridge Recreation Center – 2:30 – 3:30 p.m.

Attendance: 63 people

Paranormal Party

Oct. 21 – Highlands Ranch Mansion, 6:00 – 9:00 p.m.

Attendance: 178 people

David Taylor’s Zikr Dance Ensemble

Oct. 28 – Southridge Recreation Center, 6:30 – 7:45 p.m.

Attendance: 110 people

November Events

Your Health with UHealth: Men’s Health

Nov. 3 – Virtual, 6:00 – 7:00 p.m.

Discussion will include today common issues men face such as urology, cancer, and more.

Curtain Call at the Mansion: Frank Sinatra

Nov. 4 – Highlands Ranch Mansion, 6:30 – 8 p.m.

Frank Sinatra recreates the swing era from the 30’s and 40’s big band era.

Adult Health and Information Fair

Nov. 6 – Eastridge Recreation Center – 9:00 a.m. – Noon

HRCA, Highlands Ranch Metro District, and Senior Outreach of Highlands Ranch have joined forces to bring you resources about active adult programming, nutrition and fitness planning, legal and financial information, medication review, handyman services, wellness screenings, real estate specialists, and more!

Dueling Pianos

Nov. 19 – Southridge Recreation Center, 6:00 – 8:30 p.m.

Enjoy an evening filled with your favorite songs. Get up and dancing with this live, interactive, sign-along show!

Nutcracker Highlights

Nov. 20 – Southridge Recreation Center, performances at 3:00 p.m. and 7:00 p.m.

A beloved holiday tradition, The Nutcracker, invites audiences inside the imaginative dreams of young Clara as she journeys with her Nutcracker Prince to meet the Sugar Plum Fairy. Performed by the International Youth Ballet.

Please check our web pages:

[HRCA Facility opening guidelines](#) to see all that is currently open and accessible.

[HRCA Event Calendar](#) for alternate dates and more information on upcoming events.

[HRCA COVID-19](#) page for up to date information and links to helpful resources during the COVID crisis.

[HRCA at Home](#) created to give people virtual opportunities to keep our audience active, engaged and entertained during this uncertain time.

**Minutes of the October 18, 2021 Finance Committee Meeting
Highlands Ranch Community Association, Inc.**

Committee Members Present:	Staff Members Present:	Committee Members Absent
Ron Welk John Mackowiak Mikel Wilcox Rolands Vilums Krystal Woodbury Dan DeBacco	John Phibbs, Finance Director Karen Jackson, Accting Manager	Briceson Kahler

Dan DeBacco called the meeting to order at 6:00 p.m. A quorum was present.

The Finance Committee **Recommends** to the Board of Directors the following,

The Finance Committee unanimously recommends approval of the 2022 HRCA Budget, and the 501C3 budgets, however, future approval of budgets will depend on staff presenting information as requested by the Committee per their recommendation on September 20, 2021, see below. The presentations to the Board and the Committee during the budget review meetings on September 13/14 although a good starting point, there is an area for improvement. All the departments should use a standard template which includes goals and objectives and how these will be measured. The Committee is requesting that staff begin preparing the requested information for the current 2022 budget to be presented to the Committee for review in early 2022.

On September 20, 2021, the Committee recommended that staff and leadership of each department prepare general overview documents covering the next two years detailing departmental plans, goals and objectives. Departments should describe a “deep dive” process/program review that measures the profitability (contribution over costs) of their programs/events and determine which programs/events should be further reviewed, modified and or eliminated if the programs/events are not meeting the desired results. The documents should also describe how the core functions can be done more efficiently, perhaps employing more technology.

The Finance Committee is committed to working with the Board, the CEO/GM and staff and looks forward to the joint Board and Finance Committee meeting in January, 2022, and is eager to discuss the Boards responses to the Finance Committee recommendations.

These recommendations were approved unanimously by the Finance Committee.

The Finance Committee reviewed the September 20, 2021 Finance Committee meeting minutes.

A motion was made to approve the September 20, 2021 Highlands Ranch Community Association Finance Committee meeting minutes as presented. The motion was approved unanimously.

Motion: Ron Welk Second: Mikel Wilcox

The Finance Committee then reviewed and discussed the September 30, 2021 HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained and discussed. The following specific topics were discussed:

- Administrative Fund:
 - For the month and year-to-date ending September 30, 2021, Total Revenues for the Administrative Fund are 17% unfavorable and 5% favorable to budget, respectively.
 - For the month and year-to-date ending September 30, 2021, Total Expenses for the Administrative Fund are 27% and 4% unfavorable to budget, respectively.

**Minutes of the October 18, 2021 Finance Committee Meeting - Continued
Highlands Ranch Community Association, Inc.**

- Year-to-Date Net Revenues for the Administrative Fund before transfers are 8% favorable to budget.
- Recreation Fund:
 - For the month and year-to-date ending September 30, 2021, Total Revenues for the Recreation Fund are 3% and 4% favorable to budget, respectively.
 - For the month and year-to-date ending September 30, 2021, Total Expenses for the Recreation Fund are 5% and 8% favorable to budget, respectively.
 - Year-to-Date Net Revenues for the Recreation Fund before transfers are 49% favorable to budget.
- Backcountry Fund:
 - For the month and year-to-date ending September 30, 2021, Total Revenues for the Backcountry Fund are 49% and 33% favorable to budget, respectively.
 - For the month and year-to-date ending September 30, 2021, Total Expenses for the Backcountry Fund are 12% favorable and 6% unfavorable to budget, respectively.
 - Year-to-Date Net Revenues for the Backcountry Fund before transfers are 47% unfavorable to budget.

○
A motion was made to recommend that the HRCA Board of Directors accept the September 30, 2021, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.

Motion: Mikel Wilcox Second: Rolands Vilums

The Finance Committee then reviewed the September 30, 2021 (Third Quarter) Highlands Ranch Cultural Affairs Association financial statements.

- For the year to date ending September 30, 2021, it was noted that Total Revenues are 63% favorable to budget.
- For the year to date ending September 30, 2021, it was noted that Total Expenses are 4% favorable to budget.

A motion was made to recommend the HRCA Board of Directors accept the September 30, 2021 (Third Quarter) Highlands Ranch Cultural Affairs Association financial statements as presented. The motion was approved.

Motion: Ron Welk Second: Mikel Wilcox

The Finance Committee then reviewed the September 30, 2021 (Third Quarter) Highlands Ranch Community Scholarship Fund financial statements.

- For the year to date ending September 30, 2021, it was noted that Total Revenues are 12% favorable to budget.
- For the year to date ending September 30, 2021, it was noted that Total Expenses are 28% favorable to budget.

**Minutes of the October 18, 2021 Finance Committee Meeting - Continued
Highlands Ranch Community Association, Inc.**

A motion was made to recommend the HRCA Board of Directors accept the September 30, 2021 (Third Quarter) Highlands Ranch Community Scholarship Fund financial statements as presented. The motion was approved.

Motion: Rolands Vilums Second: Ron Welk

The Finance Committee then reviewed the September 30, 2021 (Third Quarter) Highlands Ranch Backcountry Conservation & Education Fund financial statements.

- For the year to date ending September 30, 2021, it was noted that Total Revenues are 12% favorable to budget.
- For the year to date ending September 30, 2021, it was noted that Total Expenses are 28% favorable to budget.

A motion was made to recommend the HRCA Board of Directors accept the September 30, 2021 (Third Quarter) Highlands Ranch Backcountry Conservation & Education Fund financial statements as presented. The motion was approved.

Motion: Mikel Wilcox Second: Ron Welk

The next Finance Committee meeting is scheduled for Monday November 15, 2021 at 6:00 p.m.

The meeting was adjourned at 7:45 p.m.

Respectfully Submitted,

Karen Jackson
Highlands Ranch Community Association, Accounting Manager